

GSA Motor Pool Lease Procedures Animal and Plant Health Inspection Service

BACKGROUND

Effective January 31, 2005, the Associate Chief Financial Officer for Financial Systems closed the Motor Pool (MPOL) feeder system. The Department of Agriculture employees will continue to receive motor vehicle rentals from the General Services Administration (GSA).

This change only impacts the method by which Inter-Governmental Payments and Collections disbursements for GSA motor pool leases will be recorded in the Foundation Financial Information System (FFIS). Beginning February 1, 2005, the GSA motor pool bills will be processed through the FFIS Direct Disbursement Generator, a module that is already being used to process GSA vehicle purchases through GSA's Fedstrip system. This new process will result in the discontinuance of the system account information transmittal document: Form AD-643, Transmittal – GSA Motor Pool, used to establish or modify customer account information in MPOL.

To ensure the proper processing of the February 2005 bills, the MRPBS Financial management Division (FMD), Payments Team in Minneapolis has established a Miscellaneous Obligation (MO) in FFIS for each current MPOL account. New MOs will be established as new GSA motor pool accounts are set up by the program units.

These procedures are written for the fund holder responsible for leasing GSA vehicles and for the FMD, Payments Team. They include instructions for setting up a lease, the Administrative Services Division's (ASD) property reporting requirements, and FMDs accounting reporting requirements.

FUNDHOLDER PROCEDURES (pages 1-2)

Procedures to Lease GSA Vehicles

1. Each program must establish a BOAC (Billing Office Address Code) with the appropriate GSA Fleet Management Center (FMC) as soon as the requirements for vehicle support have been approved. To establish a BOAC, a written request must be submitted on agency letterhead and include the following:
 - a. The complete billing address
 - b. The name and phone number of the agency contact to be notified when the number has been assigned.
 - c. Treasury Pay Station, if applicable. Some agency finance offices know this as an ALC number (12-40-3400).
2. Mail or fax the completed request to the GSA Fleet Management Center. Your agency will be contacted as soon as a BOAC is assigned by GSA Finance.
3. Once a BOAC has been established, you may contact the Fleet Management Center for the availability of vehicle(s) you require. Based on your needs and availability, you may have to wait several months before receiving a vehicle. GSA Fleet does not lease for the short term. You will be expected to keep the vehicle for a minimum of three years. Once you have had the vehicles for that duration, GSA will replace the vehicle with a newer model, subject to availability.

GSA Motor Pool Lease Procedures Animal and Plant Health Inspection Service

MRPBS ASD Property Reporting Requirements

Once you have added a GSA leased vehicle to your fleet, notify the MRPBS ASD Property Team Fleet Manager via an e-mail to Russell.S.Noyes@aphis.usda.gov with the following information:

1. Vehicle Make, Model and year
2. Vehicle type (sedan/truck/SUV)
3. 4x4 or 4x2
4. Fuel type
5. Location of vehicle
6. Program
7. Annual lease amount
8. Date acquired.

You should also track on an annual basis the number of miles driven, maintenance cost, fuel cost, type of fuel and gallons consumed.

Questions, contact the Property Team at (612) 336-3218

MRPBS FMD Accounting Requirements

Once you have added a GSA leased vehicle to your fleet, notify the MRPBS FMD Payments Team via an e-mail to Ashley.T.Dinh@aphis.usda.gov with the following information to have the MO established in FFIS:

1. Program Financial Contact and phone number
2. BOAC code (6 digits)
3. Account suffix (Fed Code) if applicable (2 digits)^{1*}
4. Annual lease amount(s)
5. Estimated amount for remainder of the BFY
6. Accounting code to be charged (1 code per BOAC/suffix)¹
7. Date acquired.

Questions, contact the Payments Team at (612) 336-3213

¹ MRPBS will establish the annual obligation for GSA leased vehicles using budget object class (BOC) 2162, which represents GSA leased vehicles conveying people. If you are leasing a vehicle (usually a truck) to convey things, please specify this as well. MRPBS will use BOC 2232 in that case.

If you need to use multiple accounting codes or will be using BOC 2232, you must set up account suffixes under the BOAC code with GSA to charge each individual vehicle to.

GSA Motor Pool Lease Procedures Animal and Plant Health Inspection Service

MRPBS FMD PAYMENTS TEAM DATA ENTRY PROCEDURES

- The Transaction Code must be 'MO'.
- The Transaction Type must be '01'.
- The FFIS Vendor Code must be '47000016FO B'.
- The FFIS Line Number must be '001'
- The MO Date must be dated prior to the IPAC Billing Date (use 10/01/FY)
- The BOC must be 2162, unless the fundholder has specified the use of the vehicle as transportation of things. In that case, use 2232.

The FFIS Document Number will identify the obligation document. The number is composed of four parts: fiscal year, Motor Pool identifier (MP), Billed Office Address Code (BOAC) and account suffix (Fed Code).

The Motor Pool Document Number must use the following format:

9 to 11 alpha/numeric digits

yMPaaaaaaff

- The first position (**y**) will always be the last digit of the fiscal year.
- The next two positions of the Motor Pool document number will always be '**MP**'.
- The next six positions (**aaaaaa**) of the Motor Pool document number will always be the MPOL account number (BOAC).
- The last two positions (**ff**) of the Motor Pool document number will be the Fed Code suffix associated with the BOAC, if any. These two positions are optional and allow agencies to establish multiple Motor Pool accounts at a single BOAC location. The multiple accounts can be used to specify different accounting codes or budget object class codes.